

U.S. General Services Administration

# Federal Fleet Management Training

January 27-29, 2015

## Training Session Descriptions

<u>GSA Updates</u> In these sessions learn what's new with GSA and how it relates to Federal Fleets	
GSA Office of Government-wide Policy Update	Join the Deputy Associate Administrator, Office of Asset & Transportation Management for a discussion on the latest news and offerings from the Office of Government-wide Policy. Come with your questions on how GSA OGP works with your agency in the rule-making process and issues guidance to meet your agency's needs.
GSA Office of Motor Vehicle Management Update	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing questions on any topic related to either side.
GSA Pilot Programs	Learn about the various programs GSA MVM is piloting, such as: car sharing, AFV, fleet share, collision avoidance systems, etc.
Motor Vehicle Management Systems Update	What's new in the Systems arena to support GSA's vehicle purchasing and leasing customers? This session will provide an overview of the automated solutions that are key to our customers, highlighting the most recent changes and new technologies. Topics include AutoChoice, GSA Fleet DriveThru, FedFMS, FMVRS, Dispatch & Reservation Module and more.

<u>Laws and Regulations</u> These training courses will keep you up to date with the mandates, memorandums, legislation, policies and regulations that apply to Federal fleets.	
Federal Motor Vehicle Regulations & Policies	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
Keeping up to Date with the Green Laws	A review of EISA and other green legislation. Learn of any updates in policies and mandates and how your fleet may be affected.
Meeting the Presidential Memorandum 2016 AFV Mandate	The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum sets specific fleet performance goals for the Federal fleet and assigns responsibilities to both Federal agencies and GSA. This workshop will give you the tools and knowledge you need to help your agency meet the AFV mandate by 2016.

VAM 2015 & Beyond	Your agency completed its VAM as specified in The Presidential Memorandum, Federal Fleet Performance, what's next? This session will outline the actions needed, outcomes expected, and the timeline to accomplish these mandates. Come to learn how this important memorandum will impact you and your fleet now and well into the future. This session is for attendees at all levels of Federal fleet management from the field to the Agency Fleet Manager!
What is your Personal Liability While Driving a GOV?	Are you liable for job related accidents when you or your employees have accidents in a GOV? Did you know that state law determines this issue? This program addresses legal issues applicable to Government employees and managers. The workshop will cover the basics of the Federal Torts Claims Act and discuss cases where a Federal employee would not be liable, cases where a Federal employee would be liable and ways to protect yourself.

<b>Fleet Management &amp; Operation</b> Topics cover a broad range from data requirements to upcoming trends in federal fleets.	
Emerging Green Technologies	Learn about sustainable practices in fleet management for public sector fleets, the use of alternative and renewable fuels and technologies, and items currently being developed to assist vehicle drivers.
Fleet Card 101	Provide cardholders with information about the GSA SmartPay Fleet Card Program, which are available to Federal government agencies and organizations. The Office of Charge Card Management (OCCM) will discuss the roles and responsibilities in managing a Fleet Card program, share leading practices, and provide some general resources available to agencies/organizations.
Fleet Manager 101	Are you new to Federal fleet management? Has it been a while since you've had a fleet management refresher course? Do you oversee, but don't actually perform the fleet management function within your agency? If you answered yes to any of these questions, you need to attend this workshop. We will discuss everything you need to know to manage motor vehicle fleets in an informal environment geared toward learning and two-way conversations. This is your opportunity to learn about Fleet policies, procedures, mandates, new programs, and to ask any questions you have concerning motor vehicles and the fleet management process.
Fleet Manager Panel	Discuss fleet management logistics, problems and successes with other Fleet managers. Speakers include Agency Head Quarters Manager, local management and GSA Fleet Leasing management.
Future of Car Sharing in Government	Over the past decade, car sharing has become an increasingly popular trend with the private sector. It gives consumers the ability to use a vehicle without the added costs of maintaining the vehicle. Car sharing can help federal agencies save money while still giving them the convenience of having vehicles at the ready. This session will be an open forum discussing the pilots conducted by GSA. We will also ask the audience if and how they are using car sharing at their agency.

GSA's Federal Fleet Management System (FedFMS)	What makes GSA's Federal Fleet Management System (FedFMS) the most logical choice for a vehicle inventory management system? During this session, you will learn how FedFMS optimizes fleet performance and productivity. Topics include Data Integrity and Automation, Mileage Reporting, Expenses, Reports and more.
The Hows and Whys of Vehicle & License Plate Registration	Come learn about the new A/B tag initiative for federal license plates, along with the rules, exceptions to the rules, how to work with your agency's records in the FMVRS, and your responsibilities for managing them.
Managing Your Fleet Data	Motor vehicle data reporting has grown very complex. Data submitted in one report is now being used to help complete multiple reports. Consideration is being given to how fleet data, now located in several data systems, could be merged. Accuracy has become much more important. Come learn about the progress being made, the work that is planned and how fleet data reporting will change just a few years from now.
Preparing for Line-Item FAST Reporting	Federal motor vehicle data reporting has grown complex. The time has come for line-item FAST reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for line-item FAST reporting and what it means for your agency.
Telematics in the Federal Fleet	In May 2014, the Government Accountability Office (GAO) released a report "Federal Vehicle Fleets: GSA Has Opportunities to Further Encourage Cost Savings for Leased Vehicles" (GAO 14-443). GAO indicated in the report that the experts consulted by GAO "agreed that in some cases, telematics could facilitate cost savings by providing fleet managers with information needed to reduce fleet size, fuel use, misuse of vehicles, and unnecessary maintenance." Learn how Federal Fleet Managers are using telematics in their fleets and how you can use them in your own fleet!

<u>Buying Vehicles</u>	
GSA Automotive is the mandatory source for purchasing non tactical vehicles. These sessions focus on how to order vehicles and will inform you of updates about vehicle and the tools available.	
How to Order from AutoChoice and Schedules	This session will answer your questions about how to order vehicles via AutoChoice and Schedules, and ease your purchasing process.
New Standards when Ordering Ambulances Part I	GSA's engineering, NIST, NIOSH, and NHTSA experts will provide an update about the specifications used for ambulances and some of the new safety technologies available for those vehicles.
New Standards when Ordering Ambulances Part II	Continue the discussion about the new specifications used for ambulances and some of the new safety technologies available for those vehicles.
OEM Panel Discussion	Representatives from the Chrysler Group LLC, Ford Motor Company, General Motors Company and RP Automotive will present.
Vehicle Purchasing Overview	An overview of vehicle purchasing to include the latest offerings and regulation changes. Introduce the new look of AutoChoice and learn about future modifications.

<p style="text-align: center;"><u>GSA Fleet</u></p> <p style="text-align: center;">Sessions are focused on topics that relate to the GSA Fleet leasing program. All are welcome to attend as most topics relate to all Federal fleets.</p>	
GSA Fleet Acquisition & Fleet Management	Give our customers an overview of how GSA Fleet procures vehicles to lease to Federal customers. Provide guidance and discuss alternative fuel vehicles, vehicle options, fleet rightsizing, what vehicles we do, and don't, provide, vehicle replacement cycles.
GSA Fleet Vehicle Operations	This seminar will provide an overview of GSA Fleet vehicle maintenance and care. Information will include education on vendor management, national agreements, and preventative maintenance providing the fleet manager with skills and resources available to Fleet customers.
Safety and Accidents when leasing from GSA Fleet	An overview of safety and accident preventative measures. Also learn what to do in the event of an accident while driving a GSA leased vehicle.
Understanding Your GSA Fleet Bill	Show GSA Fleet leasing customers the in and outs of their Fleet bills. Walk through d viewing the bill in VCSS and payment. Include Speedpay and IPAC discussions.
Using Your GSA Fleet Purchase Card	Come learn how GSA monitors, detects and prevents fraud with the Fleet Services Card.
Welcome to GSA Fleet Leasing	For both new and existing GSA leasing customers. Learn and refresh your memory about the tools available to you and how to maintain your GSA vehicle. From using the fuel card to reporting an accident to utilizing GSA's fleet drive thru services.
What to expect when Exchanging your Vehicle	An explanation of the ordering and exchange process for GSA Fleet leasing customers.

The training sessions listed above are subject to change without notice.